



Online Application Users Guide External Applicants

Finding out about job opportunities within the State of Vermont has never been easier. Visit our web site www.careers.vermont.gov and you'll find an enhanced, searchable database of job postings, which is updated daily. Classified vacancies are open for application a minimum of 10 working days.

Getting Started

We recommend that you use Internet Explorer as your browser as this is most compatible with our online system. To protect the security of your data, the system will log you out after 120 minutes of inactivity.

You must allow "popups" on your toolbars (including the Google toolbar) when using the online job application. Do not use your browser's "Back," "Forward," or "Refresh" buttons when using this website. This may cause unexpected results including losing saved information. Instead, use the navigation buttons within the site.

Creating Your User Profile and Online Application

You need an e-mail account to create an online user profile.

- Log onto www.careers.vermont.gov. Click on "**Find out more**" under Job Seekers, and "**Yes**" to allow your browser to open a trusted site.

Career Center

you are at: [Home](#) > Career Center

Job Seekers

I'm interested in a job with the State of Vermont. Start here to search and apply for jobs.

[Find out more](#)

Current Employees

I'm already a State employee. Start here to search and apply for jobs.

[Find out more](#)

*Great jobs. An even Greater purpose.
It's an amazing combination!
And you will find it at the State of Vermont.*

Welcome to the Career Center, the State of Vermont's employment web site. Here you will be able to search for State job openings, read about our featured jobs, apply online for a specific job, and learn all that the State of Vermont has to offer as an employer.

Great career opportunities in State government start here. With drive, ambition and initiative, the possibilities are endless for a rewarding career in public service!


Select the Create / Update Application link from the Applicant home page.

Applicant Home

Important!

We strongly recommend that you read the [Quick Online Application Tips](#) and the more detailed [FAQ](#) before you begin your online application. This will help you better understand the process - and avoid wasted time.

Click any yellow question mark icon for "on page" help with that item/step.

[Create / Update Application](#)
Create an online application or update submitted application information.

Are you a new applicant? Select the **click here to register** link from the Applicant home page. This page will prompt you to enter your email address, and to create and confirm your password. Your password should be at least six characters with at least one numerical value. Click the **Register** link.

If you do not have an email address, open another internet browser and visit yahoo.com or hotmail.com to create a free email account.

Click on the yellow question mark as you move through the application steps for help.

The online application system will allow you to build your application. It will contain your general demographic information, education and experience information, and the opportunity to cut/paste or attach your resume.

Your application needs to be completed only once and may be updated as needed. You may complete an application without applying for a specific job at that time.

You will be asked to complete 11 pages as part of the online application process. Whether you are eligible for positions that you apply for is based upon the information that you provide in these pages, particularly the Prior Employment History and Education pages. **Submission of a resume attachment only will not substitute for completion of the online application pages and you may not be considered for jobs as a result.**

The system does not allow you to save data on every page – you must get to the final screen and click on **Submit** for the application to be saved. We recommend the first time you submit an application, that you enter the required information (name, address, education, etc.) and then submit the application. Once the application is saved, you may go back in and edit your application with details of your work history, etc. This will ensure that you do not lose work due to timing out issues.

When you have finished entering your information you must click on the **Submit** button for the application to be saved. You will receive an email confirmation informing you that your application has been successfully submitted.


Viewing and Applying Online for Specific Job Postings


Now you are ready to apply for a specific job. Click on the **View Job Postings/Apply for Job** link from Applicant Home.

Applicant Home


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[Create / Update Application](#)

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[View Job Postings / Apply for Job](#)

Take a look at Job Postings and if you decide to, apply for them.



Click on the **Search** button at the top of the page which will bring up the entire list of open jobs.

View Job Postings

To display all currently available postings, simply leave all checkboxes and fields blank and click Search to perform the search.

You can also search for postings using custom search criteria. Enter your search criteria below. You can enter multiple job categories. Once you make your selections, click Search to perform the search.

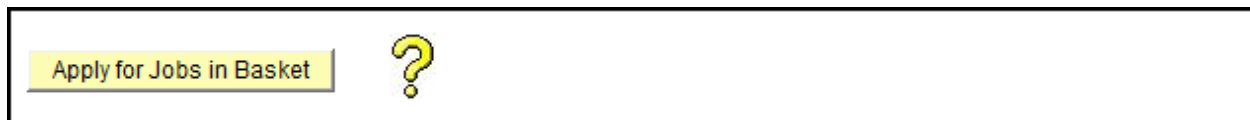
Scroll down to view the job postings. You may sort the Job Posting List by agency, posting date, etc., by clicking on one of the underlined headings (agency, posting date, etc.).

Job Postings List							
<u>Agency</u>	<u>Posting Title</u>	<u>Job Category</u>	<u>Location</u>	<u>Reference</u>	<u>Posting Date</u>	<u>Application Deadline</u>	<u>Job Basket</u>

To apply for a position you must first add the position to your job basket by clicking on the box to the right of the job posting. For a full job description, click on the posting title (in blue font).

Job Postings List							
Agency	Posting Title	Job Category	Location	Reference	Posting Date	Application Deadline	Job Basket
Tax Department	Tax Examiner III	Admin. Svcs. HR & Fiscal Oper.	Montpelier	25281	12/19/2008	01/16/2009	<input checked="" type="checkbox"/>

After you select the position you want to apply for you must click on the **Apply for Jobs in Basket** link at the bottom of the screen.



Your stored online application will load. Review the information by scrolling through the pages and edit any of your information as necessary. If no information has changed, click the **Next** button until you reach page eight which is the **Questionnaire**. You must truthfully answer these questions. If you do not answer the questions, you will not be considered for the job.

You may attach one document to your application. We suggest that you combine your cover letter and resume into one Microsoft Word or PDF document. NOTE: Word Perfect is not compatible with our system. If you choose to attach a resume/cover letter file, you must do this every time you apply for a position or update your online application. This file will only go to the specific job you apply for, and in that case, you should only apply for one job per day. If you paste a resume within your application, you do not have to do this every time you apply, as it will be saved as part of your application and go to every job you apply for until you overwrite or delete it.

The final step after you answer the **Questionnaire** is to go to the last page of the application and then click the **Submit** button. **You will not have actually applied for any jobs until you hit the Submit button.**

You should **View Application Status** from **Applicant Home**. This ensures that you successfully applied to the position, and will tell you the status of your application.



We encourage you to contact the **Help Desk at 802-828-3544** if you need assistance during the online application process.